

MCTime – Daylight Savings Time for Spring Time Change - March 13, 2011

On Sunday, March 13, 2011, Daylight Savings Time begins. At 1:00 a.m. clocks will be set forward one hour to 2:00 a.m. It is the position of the Office of Human Resources that all department managers and supervisors will be responsible for appropriately managing employees' time during this period. Where possible, managers should alter the employees start or end time to increase the shift duration by one hour, so employees scheduled to work a shift during the 1:00 to 2:00 am time period, will work the full shift duration expected.

In cases where an employee's scheduled hours in MCTime are known to cover the 1:00 to 2:00 a.m. time period, the timecard will automatically populate the duration of the scheduled shift less one hour.

- If the employee does not work the missing hour within the week, then the employee should specify a leave type to be used to account for the expected hours in the pay period.

In cases where MCTime knows only the normal duration of the shift, the timecard will not automatically reduce the shift by one hour.

- Employees may need to edit their timecard so that the timecard reflects the number of **actual hours worked**. This may require use of leave to account for the expected hours in the pay period.

Generally speaking across all County Departments, depending on the shift times that an employee normally works, the Daylight Savings Time adjustment could be reflected on either Saturday, March 12 or Sunday, March 13 for different employees. Specifically, for individual employees, the time should be recorded on whatever day displays the March 13, 2011, 1:00 to 2:00 am time period.

If employees who normally work a shift during this time period elect to take leave for the entire shift, they will need to record the appropriate amount of leave that they would normally take to cover a full shift, without regard to the time change. Thus, an employee who typically works an eight hour shift would take 8 hours of annual leave (or other leave type, except for sick leave) and not the 7 hour duration of the shift on this particular night. Employees who work a partial shift need to edit their timecard to ensure that the timecard reflects the **actual hours worked**. At the end of the pay period, all employees should have accounted for the expected total "Hours Towards Schedule", which for most full-time positions is 80 hours.

In summary, Employees should be directed to review and **edit their timecard to reflect hours actually worked** on March 12 and March 13 (as well as all other days) **regardless of the hours that pre-populate their timecard**. And, as always, managers are responsible for reviewing and ensuring the accuracy of the timecard.

Questions concerning this topic should be directed to MCTime via the IT Help Desk by calling 7-2828 or by sending an email to MCTime@montgomerycountymd.gov.